

## **Minutes of the CCR-FYI Steering Committee Meeting**

**July 29, 2004, Thursday 12:00-1:00 pm**

**Bethesda: Building 37, Rm 4041, 301-435-7427 (phone: 301-402-9194)**

**Frederick: Building 549/Conf Rm B (700-848-1113) (phone: 301-46-5864)**

1) The meeting was called to order.

2) In attendance were:

*Bethesda-* Sohrab Bodaghi, Derrick Cox, Robert Dean, Kathleen Dohoney, Cem Elbi, Edwin Posadas, Margaret Pratt, Renuka Sivendran, Kwang Suh, Jonathan Wiest.

*Frederick-* Maja Bumke, Kevin Chang, Ramalakshmi Darbha, Arindam Dhar, Humcha Hariprakasha, Nicole LaRonde LeBlanc, Melissa Maderia, Anil Shanker.

*Excused absences* – Arti Patel, Anne Welcker, and Melinda Merchant

3) Points of Interest:

- a. The Steering Committee Listserv is now in use and SC members are urged to use the listserv for email correspondence as it is the most up-to-date SC address list. See Margaret's e-mail for list of commands and instructions or go to <http://list.nih.gov/> and follow the link for "General Users".
- b. Meeting with NCI Director Dr. Andrew C. von Eschenbach after the Grand Rounds on July 13th was lightly attended. Dr. von Eschenbach expressed interest in meeting with SC in 6 months. He has expressed a desire to have an increased focus on clinical fellows. More clarification on this point will be forthcoming.
- c. Retreat Survey (Melissa and Maja are still working)
- d. CCR-FYI Newsletter- (Kathleen and Lakshmi) Articles are needed. Kathleen will send an e-mail asking for submissions.
- e. There has been interest in establishing an international affairs subcommittee. Further discussion and a vote to decide whether to form a subcommittee will occur at a future meeting.
- f. From Todd Hardin in CIT: "Could you use help storing, finding, and managing your digital images? The NCI Computer Services group would like to know if you would be interested in software to help you. They are exploring acquiring and supporting desktop software to assist in this task.

Please send your response and comments to Todd Hardin at [th18v@nih.gov](mailto:th18v@nih.gov)."

- 1) Subcommittee Reports - Open Forum (we need to be more proactive as a group...if you want to be involved or have some suggestion about any of the following areas, please speak up or email the person(s) designated):

- a. Retreat Subcommittee:

**2005 CCR-FYI Retreat**: Derrick Cox, Susan Lindtner, and Kevin Chang will be the 2005 retreat chairs. Give them lots of help and many suggestions!

Retreat options for the next year included returning to the Williamsburg Marriot. Other venues were either more costly or unavailable within the desired time frame. The tentative dates for the 2005 retreat are Feb. 28 – Mar. 2.

Suggestions to increase the involvement of PIs in the retreat are welcome! One suggestion was to have PIs chair various sessions. It was also suggested that the number of CCR PIs be balanced with the number of outside speakers.

Retreat speakers have been ranked and those receiving the highest number of votes will be contacted. It was suggested that perhaps some speakers could chair a platform or poster session. Two African American speakers were suggested as a means of ensuring diversity of invited speakers.

- b. Publicity/Social Subcommittee:

**Newsletter**: Lakshmi will work with Kathleen. If you have any great ideas, please share them.

**Website**: Margaret will work with Melinda. We need to update committee list and photo. We need to begin posting agenda and committee meeting minutes. Also recommended was the posting of CCR-FYI 1- and 5-year plans and perhaps semi-annual reports from the vice-chair.

**FELCOM**: FELCOM announcements: there will be a NIH-wide fellows party on September 10, 2004 at the FAES house.

Also of note, the FAES board has decided to sell that house and plans to use the proceeds to build/maintain a faculty/student club with rooms for classes/seminars and good food (for interviewers/guests/etc). They approached the fellows to let us know that we would also be included and asked for specific input as they start putting together plans. The club may be a freestanding building or it may end up being part of the renovated bldg 10.

c. Scientific Subcommittee

d. Community Life

The CCR-FYI website will be updated with the goals of the GuideDocs program. More publicity may be needed as very few people have requested a guidedoc. One option was to send an e-mail to PIs that could be forwarded on to postdoc recruits letting the recruits know about the GuideDocs program.

A Bethesda chairperson was requested for GuideDocs.

e. By-Laws/Policy Subcommittee

There was a suggestion to make members with 4 months of membership eligible for voting.

Inclusion of individuals from outside NCI in CCR-FYI was discussed.

Voting by email was suggested.

There was a discussion on writing of 1& 5 year plans by the Chair person and semi-annual report by the Vice-chair.

As noted here, several revisions have been made and more comments are desired. Given the need to add a section on the formation of an International Affairs Subcommittee, the vote on revised By-Laws was tabled until next month.

4) New Business

We have been asked to help recruit for Mentor of the Year Award. Not many nominations have been submitted as of this date. Cem, Renuka, and Hariprakash offered to help.

5) Meeting was adjourned.

Respectfully submitted,  
Margaret Pratt  
Ramalakshmi Darbha  
CCR-FYI Secretaries  
August 11, 2004